

CEA



CAREER EXECUTIVE ASSIGNMENT

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION
POSITION TITLE: CHIEF, DIVISION OF TRANSPORTATION
PLANNING
LEVEL: CEA 3
(Salary Range \$8594 to \$9476) *

* An appointment salary higher than the maximum range for CEA 3 (\$8594-\$9476) may be supported by the Department and requires DPA approval for engineering classes.

LOCATION: SACRAMENTO-HEADQUARTERS
BULLETIN RELEASE DATE: DECEMBER 29, 2011
FINAL FILING DATE: JANUARY 19, 2012

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Planning & Modal Programs, the incumbent's responsibilities for the state transportation planning program include:

- Develops and implements policies on the formulation of work programs and the evaluation of operational effectiveness in the Division that is composed of Advance System Planning & Goods Movement; State Planning; Projects/Plan Coordination; Resource Management & Administration; Workforce Development; Regional & Interagency Planning; and Community Planning.
- Develops and establishes the strategic direction of the Division.
- Oversees the development and implementation of Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the program.

- Develops and implements policies and procedures in concert with federal, state, and regional transportation, planning resources and regulatory agencies on statewide issues.
- Develops and implements policies and procedures for regional planning, including the administration of planning funds to Regional Transportation Planning Agencies (RTPA); approval of overall work programs of RTPAs and technical assistance in the area of air quality, energy, transportation system management, and public transportation.
- Represents the Department and the State of California on national, interstate and statewide committees and organizations relating to the transportation planning aspects of delivering transportation projects and services.
- Advises the Deputy Director on the full range of issues related to the Transportation Planning Programs and responds to inquiries from legislators, public agencies and private sector.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the state civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques or organizing and motivating groups; program development and evaluation; methods of administration problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience, with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

- Ability to manage the development, distribution, and administration of the Department's policies, procedures, quality standards, and manuals relating to state transportation planning programs.
- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Broad administrative skills and abilities to manage changes to complex financial systems and processes.
- Ability to analyze complex problems, recommend and initiate effective courses of action, while managing large budgets.
- Ability to establish the strategic direction for the transportation planning programs.
- Comprehensive knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
- Ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Strong management skills, particularly in the area of policy development and implementation, direction on operating procedures, and management techniques impacting the goals and objectives of the Division's strategic plan.
- Comprehensive knowledge in policy development to guide transportation planning information plans, programs, and projects.

- Excellent interpersonal and communication skills, both verbal and written. In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews **may** be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief, Division of Transportation Planning, with the Department of Transportation. Applications will be retained for twelve months.

The examination may consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications. Only the most qualified candidates may be scheduled for an interview.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- A Statement of Qualifications-a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications are to be submitted to:

Department of Transportation
Division of Human Resources, Attn: Kelly Albrecht, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: CEA/MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received by 5:00 p.m. on **January 19, 2012**. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address, with the fax confirmation, only if the application packet is sent via fax.

Questions regarding this examination should be directed to: Kelly Albrecht at (916) 227-7512. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.